

Section Overview

- Introduction** The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a PCS Reporting event in SDA II on an active duty member. This event contains information on:
- Purpose of event
 - Any references
 - Fast Path ID and Data Entry
 - PCS Reporting Transaction (with SDA II screen examples and field descriptions)
- Note:** Element codes (highlighted bold in parenthesis) are provided on the SDA II screen examples, however this information does not appear on the screen in SDA II
- What effects the PCS Reporting transaction has on PMIS/JUMPS
 - If corrections and deletions can be made to the PCS Reporting transaction
 - Any additional information that the user needs to know about a particular transaction other than the PCS Reporting transaction

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

- In this Section** The following topics will be discussed in this section:

Topic	See Page
Purpose	4-A-2
References	4-A-2
Fast Path ID and Data Entry	4-A-2
PCS Reporting Transaction	4-A-8
How PMIS/JUMPS is effected by the PCS Reporting Transaction	4-A-12
Corrections and Deletions to the PCS Reporting Transaction	4-A-14
Additional Transaction Information	4-A-14

PCS Reporting Event for Active Duty Members

Purpose The PCS Reporting event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on a member who is reporting PCS. This event should **not** be used to:

- Initially report a member upon entry into the Coast Guard. The “Entry into the Coast Guard” event should be used for this.
 - Document temporary additional duty (TAD) or permissive travel orders.
 - Create Retirement or RELAD orders.
 - Initially report a reserve member on extended active duty for greater than 139 days.
 - To report a reserve member who is not on extended active duty.
-

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series)
- e. Joint Federal Travel Regulations
- f. Housing Manual
- g. SGLI Handbook, VA 29-75-1

Fast Path ID and Data Entry Enter “tpcsrpt” for Fast Path ID or press “AABA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. The following screen will appear:

PCS Reporting Active Duty Transactions (Screen 1 of 4*)		
000-00-0000		SABM
		DOE, JOHN
Stat	Options	Transactions
I	Required	Orders
I	Required	BAH, BAQ, VHA, and/or Quarters status change?
	Y	Do pay entitlements need to be changed or started?
	N	Change in Dependency/Emergency Data?
	N	Elect/Decline Servicemembers’ Group Life Insurance?
	N	Start/Stop participation in Dependent Dental Insurance?
	N	New Payment Option?
	-----	Advance Payments?
	N	Change a bond/allotment address?
I	Y	Did member change tax mailing address?
	N	Did member change state taxes?
	N	Did member change federal taxes?

Note: The following message will appear at the end of the screen: “As a reminder, options 3 & 10 have been set to ‘Y’. COLA is usually started and Tax Mailing Address is normally changed. Enter data or press CANCEL to end.”

Continued on next page

Section A
PCS REPORTING EVENT FOR ACTIVE DUTY MEMBERS

PCS Reporting Event for Active Duty Members, Continued

**PCS
Reporting
Transaction,
Continued**

Field	Action	
Effective Arrival Date	Enter the date the member arrived PCS.	
Time	If submitting the PCS reporting transaction <u>for the first time</u> on a member, enter 1900. Note: If the original PCS reporting transaction was deleted in Transaction Review, and you are resubmitting this transaction for the same day, then the system will allow you to enter a time from 1901 to 2400.	
	If	Then
	Member reports prior to 0900 and leave only was involved for the delay Member reports to unit after 0900 and leave only was involved for the delay	Time entered is 0530. This allows the PERSRU to submit a subsistence transaction on the member for that day because member would be entitled to subsistence for what the new unit draws and no leave would be charged on the member for that day because member reported prior to 0900. Time entered should be 1900.
Type Entry	This field can not be updated.	
Duty Type Code	Enter one of the following duty type codes: 1 PERMDU: this code is used if member is reporting for permanent duty. 2 TEMDU: This code is used if member is reporting for temporary duty.	
Dist	Enter the two-digit district number.	
OPFAC	Enter the five-digit OPFAC number.	
Nature of Duty Code	Enter one of the following nature of duty codes: 1 Duty: If the member is reporting to perform general duties (routine permanent change of station). 2 Instruction: If the member is reporting for training. 3 Inpatient: If member is reporting for inpatient hospitalization. 4 Discipline/Confinement: This code should not be used in this event (if a member is reporting for disciplinary purposes or for confinement purposes the 'Begin Confinement' event should be used). 5 Further Assignment: If reporting for temporary duty (TEMDU) for other than instruction purposes. 6 Separation: This code should not be used in the PCS reporting event. B HAOS: This code indicates that the member has been ordered home in an awaiting orders status (HAOS) to await the results of a physical evaluation board or court martial. Note: The effective date of reporting shall be the date the member reports home and the duty status code should be '2' for TEMDU.	

Section A
PCS REPORTING EVENT FOR ACTIVE DUTY MEMBERS

PCS Reporting Event for Active Duty Members, Continued

**PCS
Reporting
Transaction,
Continued**

Field	Action
Nature of Duty Code, Continued	<p>C Unauthorized Absence: This code indicates a member is currently in an unauthorized absence or deserter status, and is being administratively transferred.</p> <p>Note: Do not use this code when a member fails to report in compliance with orders. In this case, use the nature of duty code that would have been used had the member reported in accordance with orders, and submit a 'Begin Unauthorized Absence' transaction or a 'Declare a Member a Deserter' transaction.</p>
Cost Center Code	Leave this field blank.
Interoffice Transfer	<p>This field is automatically defaulted at 'N' for NO and should be left at 'N' if member is transferring from one unit to another.</p> <p>Note: If a member's permanent unit, district and OPFAC remain the same, and the cost center code is changing then this field should be changed to 'Y' for Yes. When this field is answered "Y" for Yes, the members current pay and allowance entitlements will continue.</p>
Date Departed	Enter the date the member departed PCS.
Authorized Delay	Enter the total number of day's delay the member was authorized and took enroute PCS.
TT	If member was authorized travel time, enter the number of days the member used.
PT	If member was authorized proceed time, enter the number of days the member used.
AI	If member was authorized leave INCONUS, enter the number of days used.
AO	If member was authorized leave OUTCONUS, enter the number of days used.
CA	If member is authorized compensatory absence, enter the number of days used.
NA	If member is authorized non-chargeable absence, enter the number of days used.
DA	Enter 01 in the number of days if the member crossed the international date line. The United States is in the West. If crossing was West to East, the total of all delay entries including DA should equal "authorized delay" total. If crossing was East to West, Add all delay entries other than DA, then subtract 01. The balance must equal "authorized delay" total.

After you have entered all of the above information Press "GO" or F1.

Continued on next page